TESA Clawback Editor User Guide

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Introduction

How to use this guide

This user guide is designed to support you following your TESA training. The guide is broken down into clear sections so that you can pick out the functionality that you are interested in re-visiting, revising or reminding yourself of. The user guide can be used in conjunction with the online help within the TESA system.

About Clawback Editors

The Clawback Editor role is allocated to GO Users, so they can initiate a clawback for an overpayment to a project or Action Plan that is managed by their region.

The key operations performed by this role are:

- Having received a notification of overpayment agree with the Applicant organisation how the grant is to be recovered
- Initiate a clawback via offset or demand note to recover the payment and if the clawback is by demand note, submit it to the Certifier for certification.

Clawback Editor Team Leaders

A Clawback Editor allocated a 'team leader' status on TESA can, in addition to the tasks above:

- Access a clawback assigned or 'locked' under another Clawback Editor and route it on to him or herself, or another user with the Clawback Editor role for action.

This feature of TESA ensures that if a clawback editor is out of the office, on holiday or sick leave for example, any items locked to them can be 'released' and re-allocated to another member of staff to action.

How Clawbacks work on TESA

A clawback is raised in TESA where a part or all of the expenditure reported on one or more paid claims has been identified as being ineligible.

If the clawback is associated with an irregularity, then a report of the irregularity may be raised separately in the system and the clawback linked to it.

The steps involved in raising a clawback are detailed in the following sections of this guide, however, at an overview level these are:

1. Enter at the expenditure category level on a past paid claim the amount of ineligible expenditure declared. The system then calculates the amount of overpaid grant that corresponds to the ineligible expenditure.
   a. If the claim was paid on TESA, it does this by applying the capital / revenue intervention rate at which the claim was paid to the total capital / revenue ineligible expenditure.
   b. If the claim was paid prior to TESA, it applies the ratio of total capital / revenue ineligible expenditure to the total capital / revenue expenditure originally reported on the claim.

   If the claim is an action plan claim, the Clawback Editor must enter the amount of grant overpaid corresponding to the ineligible spend, as TESA has no way of deriving this from the ineligible expenditure.

2. Select a recovery method. TESA allows overpaid grant to be recovered in two ways: by offsetting it against one or more future claims for the measure against which the overpayment occurred, or by raising a demand note (ie an invoice) in SAP.

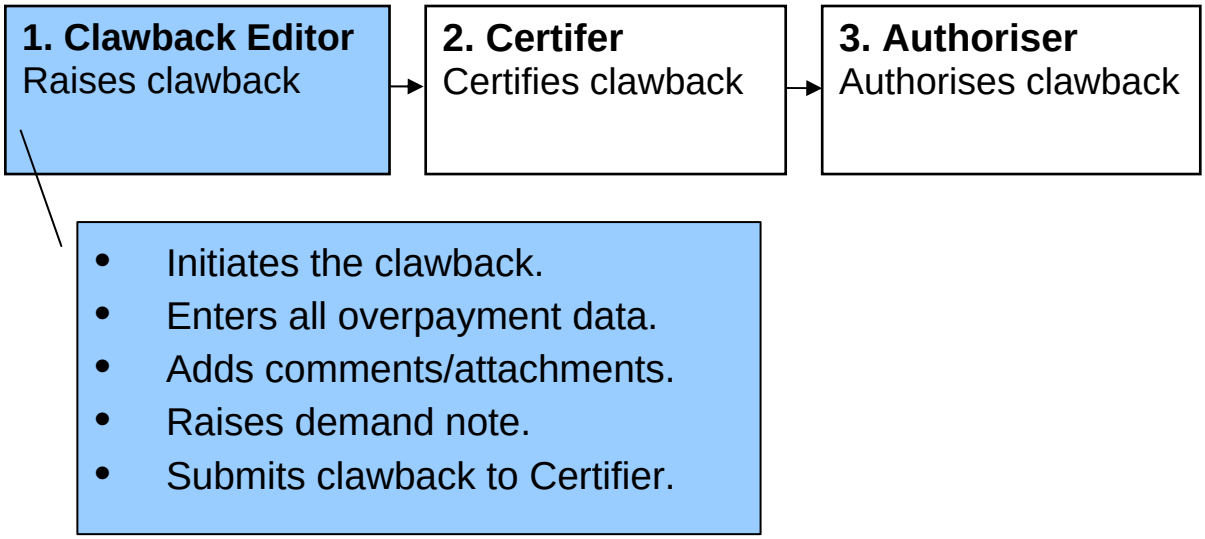
Demand Notes

Where the recovery method is by demand note, after the Clawback Editor has created the Demand Note it must then be certified and authorised before it is issued. On authorisation, TESA generates a SAP transaction file and sends it to SAP. The status of the clawback on TESA becomes Sent to SAP. In response SAP raises a recovery invoice. Once SAP has acknowledged that it has received the transaction file, the status is set to Pending Recovery.

Depending on the outcome of the recovery attempt, the Clawback Editor manually moves the clawback to a status either of Recovered or Unrecovered. However:

   a. If the ineligible expenditure is subsequently found to be eligible and the Applicant has not repaid the amount owed on the pending clawback, the clawback may be moved to a status of No Longer Required and the demand note on SAP cancelled.
   b. If *some* of the ineligible expenditure is subsequently found to be eligible and the applicant has not repaid the amount owed on the pending clawback, the clawback may be moved to a status of No Longer Required, the original demand note on SAP cancelled and a new clawback raised for the correct amount.TESA allows a Clawback

Editor to raise a Demand Note (ie an invoice) to recover an identified overpayment of grant to a project or Action Plan.



Note: At any stage prior to authorisation the clawback can be moved back to Draft status for amendment. At this status the recovery method may also be changed to offset if required.

Offsets

As an alternative to a demand note, the GO, in discussion with the Applicant, may choose to recover an overpayment of grant by offsetting it against a future scheduled claim, or claims on the project or Action Plan.

Where the recovery method is by offset, the Clawback Editor must enter the amount to be offset against one or more future unpaid claims. TESA checks that the amount of grant forecasted to be paid on these claims is sufficient to cover the amount to be offset. In doing so, it adds in the value of any offsets recorded against the claims from other clawbacks.

The clawback is then raised and sits at a status of Pending Recovery from where it may be returned to Draft and edited or, if there are no longer grounds for pursuing the clawback, cancelled.

As future claims are raised the grant to be paid on them is displayed net of the offset amount. When the claim is authorised however, the full amount to be paid is entered on the SAP transaction file. This is because the amount to be offset is sent

to SAP in a separate transaction file where it is deducted in the accounting records from the amount to be paid and the payment instruction adjusted accordingly.

Where the amount to be recovered is offset against a single future claim, as soon as the claim is authorised the clawback is set to a status of Recovered.
Where the amount to be recovered is offset against multiple future claims, as soon as the first claim is authorised the status of the clawback is set to Partially Recovered. Once all the claims are authorised the status of the clawback is set to Recovered.

At the Partially Recovered status, the offsets against claims that have not yet been authorised may be edited, ie increased, decreased and even set to zero if the ineligible spend that gave rise to the clawback is subsequently shown to be eligible. In this case, the status of the clawback may be set to a status of No Longer Required.

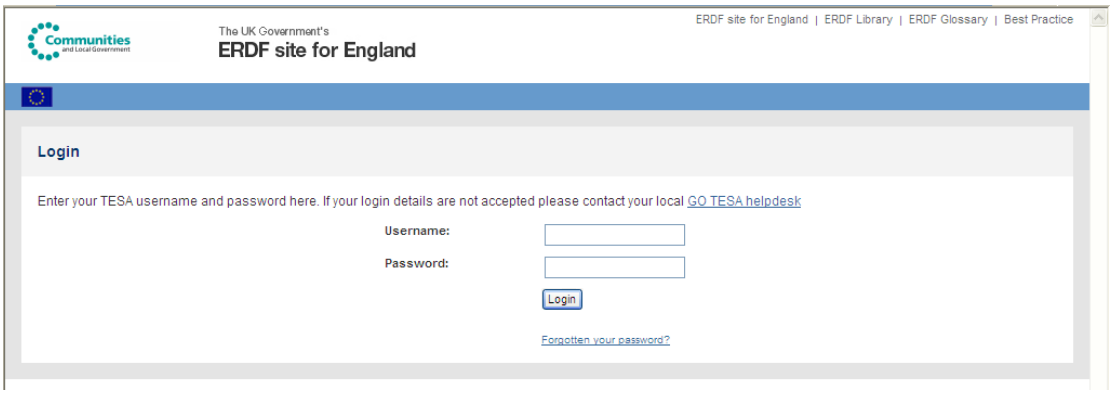
If, while the clawback is at the status of Partially Recovered, changes occur on the project or Action Plan (eg insufficient expenditure is reported on a claim or the forecast expenditure is reduced and the offer reissued), which mean that the remaining grant to be paid is insufficient to cover the value of the clawback, the clawback may be set to a status of Under Amendment, the value of the outstanding offsets set to zero and the clawback set to a status of Non-Recoverable. Another clawback may then be raised for the outstanding amount, and the recovery method set to demand note.

Logging in and out of TESA

Login

To log in to TESA, go to the home page of the ERDF for England website - www.erdf.communities.gov.uk - and click on 'TESA Login'.

Note: The 'log-in' link is not yet available on the ERDF website. For early adopter office staff using the BRT environment for Business Readiness Testing, please enter https://tesa.brt.erdf.odpm.gov.uk to display the login screen.


Communities
The UK Government's
ERDF site for England
ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Login
Enter your TESA username and password here. If your login details are not accepted please contact your local GO TESA helpdesk
Username:
Password:
Login
Forgotten your password?

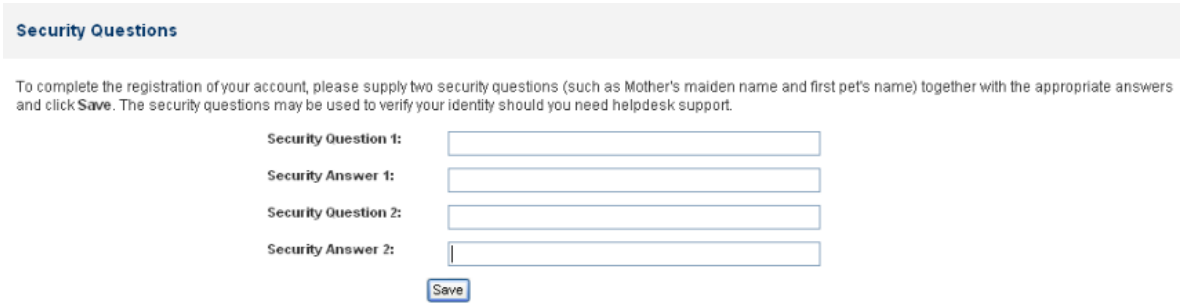
On the Login screen, to enter the system:

1. Enter your Government Gateway username and password.
2. Click on Login. Your home page will display.

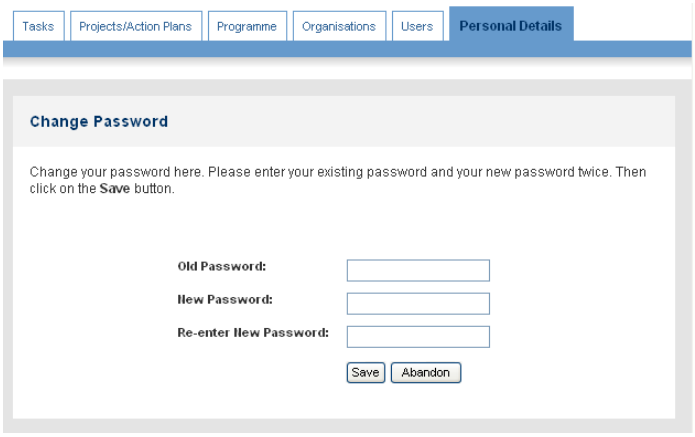
First time log-in

The first time you log-in as a new user, for security purposes you will be asked to change your password. You are also required to add two security questions and answers. These will be used to validate your identity if you should forget your password in the future.

Security questions


Security Questions
To complete the registration of your account, please supply two security questions (such as Mother's maiden name and first pet's name) together with the appropriate answers and click Save. The security questions may be used to verify your identity should you need helpdesk support.
Security Question 1:
Security Answer 1:
Security Question 2:
Security Answer 2:
Save

Change Password screen

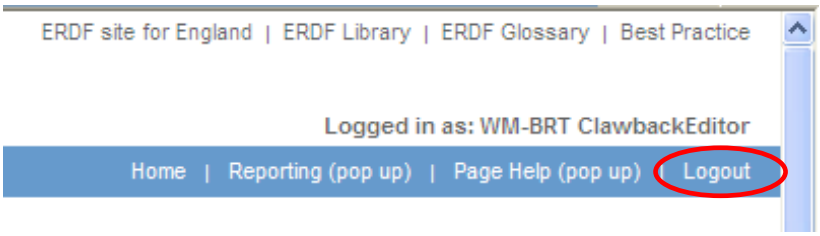


Notes:

- Once you are logged-in, TESA will not generally request further proof of your identity. It is therefore essential that you do not share your ID and password with anyone.
- If you have not received a TESA ID and password prior to go-live contact your GO TESA helpdesk.
- For what to do if you forget or want to change your password please see the Introduction to TESA user guide.

Logout

Click on the Logout link in the top right navigation bar.


ERDF site for England | ERDF Library | ERDF Glossary | Best Practice
Logged in as: WM-BRT ClawbackEditor
Home | Reporting (pop up) | Page Help (pop up) | Logout

Home: Tasks

To display this screen

'Tasks' is always the first page that displays after you log in to TESA. To return to this page at any time during your TESA session click on the 'Home' link in the top right navigation bar.

About this screen

'Tasks' is your main 'hub' on TESA. Your Task List displays all tasks relevant to the role or roles that you have been allocated. For the purpose of this guide we will focus only on tasks relevant to the Clawback Editor.

Tasks can be either open or locked:

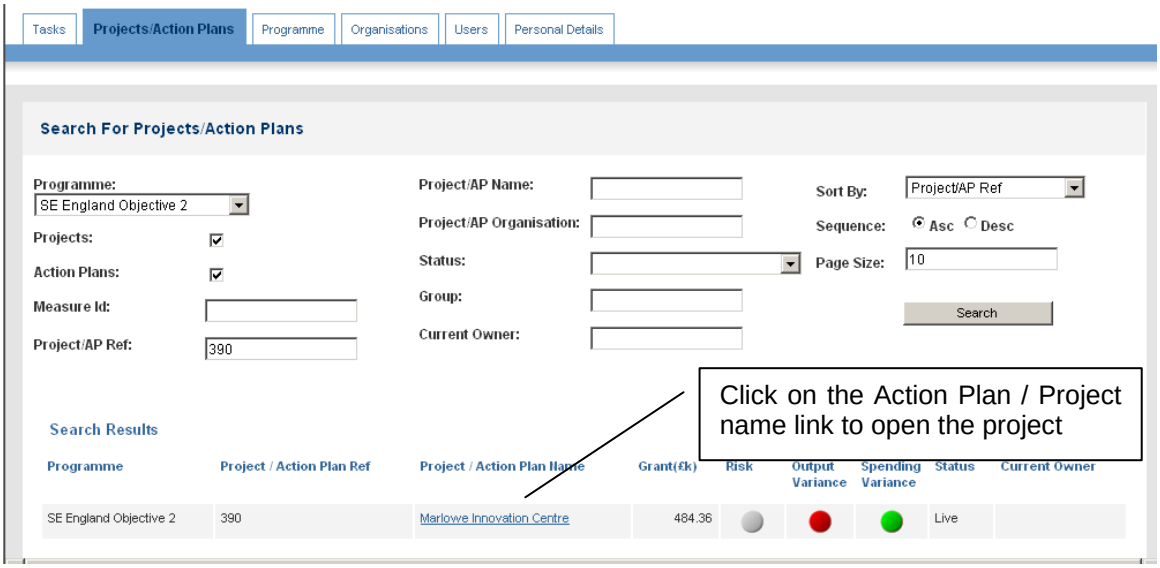
Task Status	Description
Open	Anyone with the appropriate TESA role can take up and complete. To pick up an open task click on the link in the Action column.
Locked	Only the named user can take up and complete. The status will contain the name of the user who currently owns the task. If a task is routed to a new user then the status will display as 'Routed to x', where x is the user's name, until the user accepts the task.

For the Clawback Editor, the Task list shows all clawbacks that require action and those which are currently being worked on. Where the clawback is being worked on by another Clawback Editor, this will be indicated in the Status column.

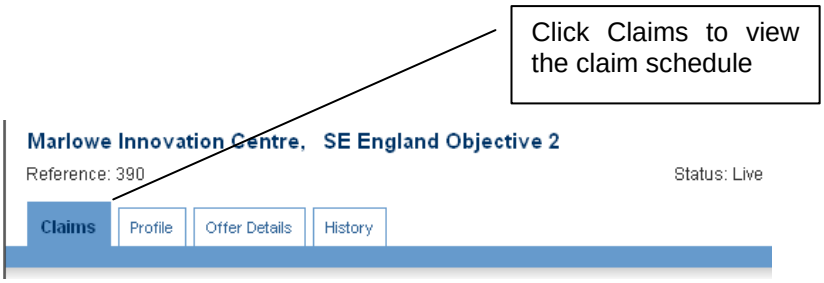
Search for and open a project or Action Plan

To raise a clawback you must first find and open the project or action plan from which you wish to recover the grant, and navigate to the claim schedule screen.

1. Click on the Projects / Action Plans tab.
2. Enter the necessary criteria and click on the **Search** button.
3. Scroll down to view the search results.
4. Click on the Project /Action Plan Name link to view the project or action plan.

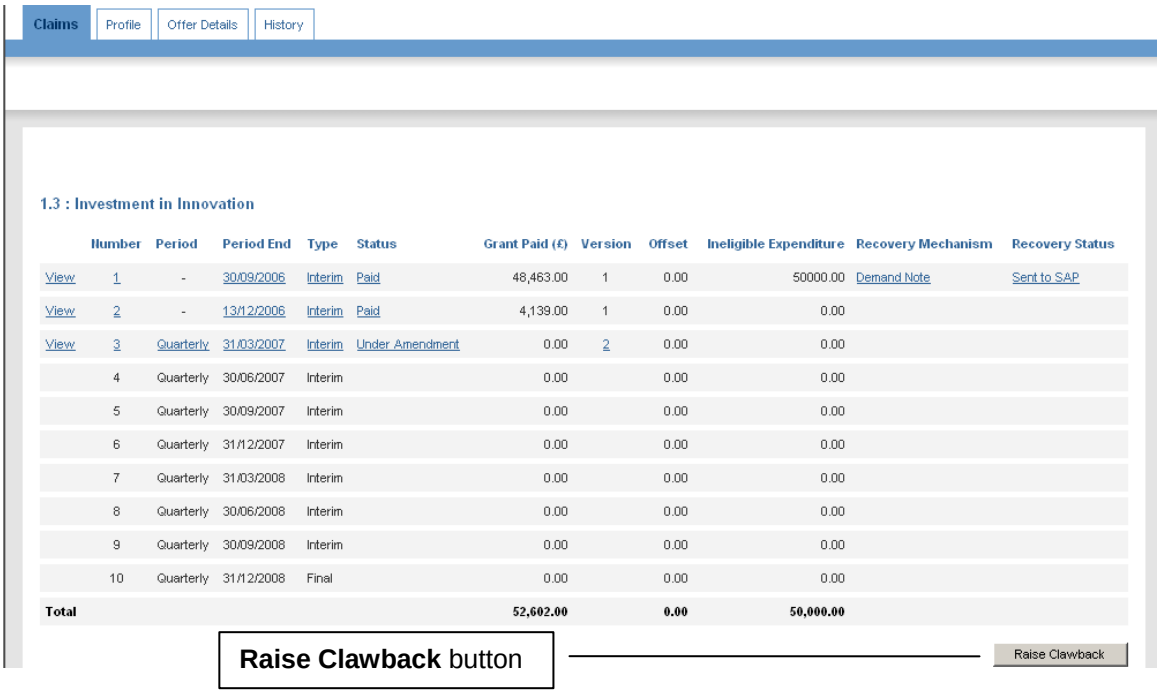


5. Click on the Claims tab to display the claim schedule.

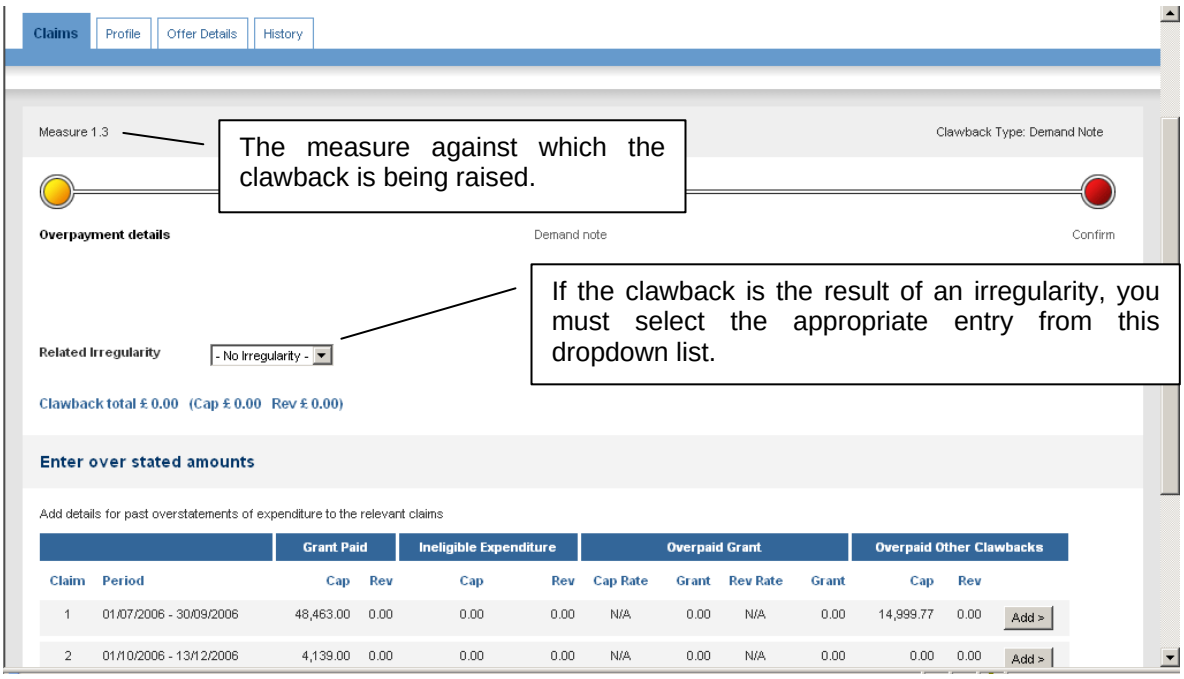


Raise a clawback by offset

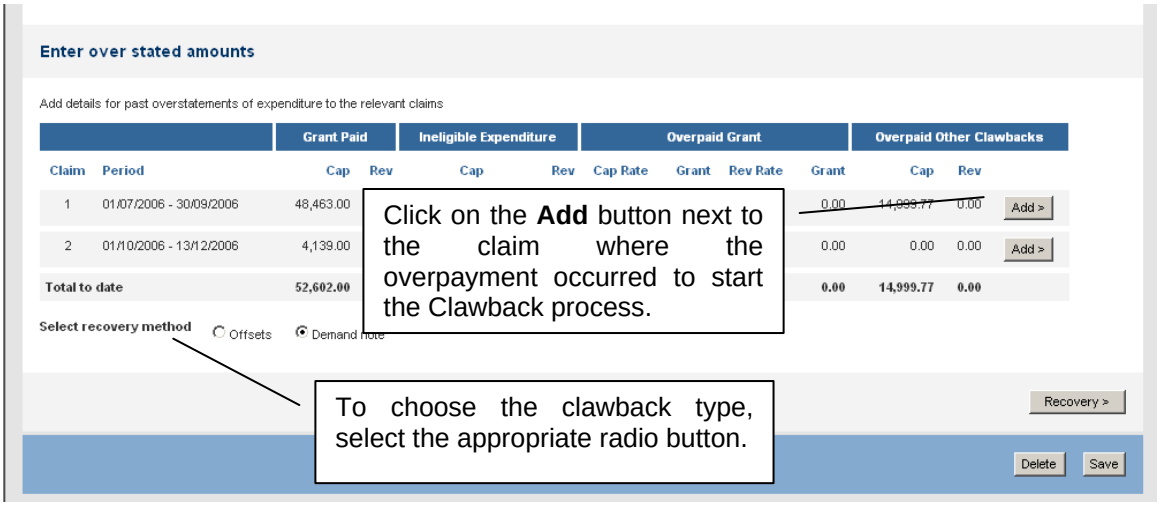
1. With the project/action plan claim schedule open (see steps above), scroll down to the end of the relevant measure claim schedule to view the **Raise Clawback** button. (Each measure has its own **Raise Clawback** button).


Claims
Profile
Offer Details
History
1.3 : Investment in Innovation
Number Period Period End Type Status Grant Paid (£) Version Offset Ineligible Expenditure Recovery Mechanism Recovery Status
View 1 - 30/09/2006 Interim Paid 48,463.00 1 0.00 50000.00 Demand Note Sent to SAP
View 2 - 13/12/2006 Interim Paid 4,139.00 1 0.00 0.00
View 3 Quarterly 31/03/2007 Interim Under Amendment 0.00 2 0.00 0.00
4 Quarterly 30/06/2007 Interim 0.00 0.00 0.00
5 Quarterly 30/09/2007 Interim 0.00 0.00 0.00
6 Quarterly 31/12/2007 Interim 0.00 0.00 0.00
7 Quarterly 31/03/2008 Interim 0.00 0.00 0.00
8 Quarterly 30/06/2008 Interim 0.00 0.00 0.00
9 Quarterly 30/09/2008 Interim 0.00 0.00 0.00
10 Quarterly 31/12/2008 Final 0.00 0.00 0.00
Total 52,602.00 0.00 50,000.00
Raise Clawback button
Raise Clawback

2. Click on the **Raise Clawback** button. The screen below displays.


Claims
Profile
Offer Details
History
Measure 1.3
The measure against which the clawback is being raised.
Clawback Type: Demand Note
Overpayment details
Demand note
Confirm
Related Irregularity
- No Irregularity -
If the clawback is the result of an irregularity, you must select the appropriate entry from this dropdown list.
Clawback total £ 0.00 (Cap £ 0.00 Rev £ 0.00)
Enter over stated amounts
Add details for past overstatements of expenditure to the relevant claims
Grant Paid
Ineligible Expenditure
Overpaid Grant
Overpaid Other Clawbacks
Claim Period Cap Rev Cap Rev Cap Rate Grant Rev Rate Grant Cap Rev
1 01/07/2006 - 30/09/2006 48,463.00 0.00 0.00 0.00 N/A 0.00 N/A 0.00 14,999.77 0.00 Add >
2 01/10/2006 - 13/12/2006 4,139.00 0.00 0.00 0.00 N/A 0.00 N/A 0.00 0.00 0.00 Add >

3. Scroll down to view the lower half of the screen.



About this screen

This screen is the starting point for the creation of a clawback, either by demand note or offset. It displays all paid claims, by number and period covered, for the measure you have selected to raise a clawback against.

For each claim it shows the following information:

Column	Description
Grant paid	The amount of capital and revenue grant paid to the project/action plan for this claim.
Ineligible expenditure	The amount of overstated eligible expenditure you have recorded against a claim, broken down into capital and revenue costs.
Overpaid grant	TESA automatically calculates the value of the clawback required (ie the overpaid grant) against the overstated expenditure entered.
Overpaid other clawbacks	The value of revenue and/or capital grant already recovered or due to be clawed back against a claim.

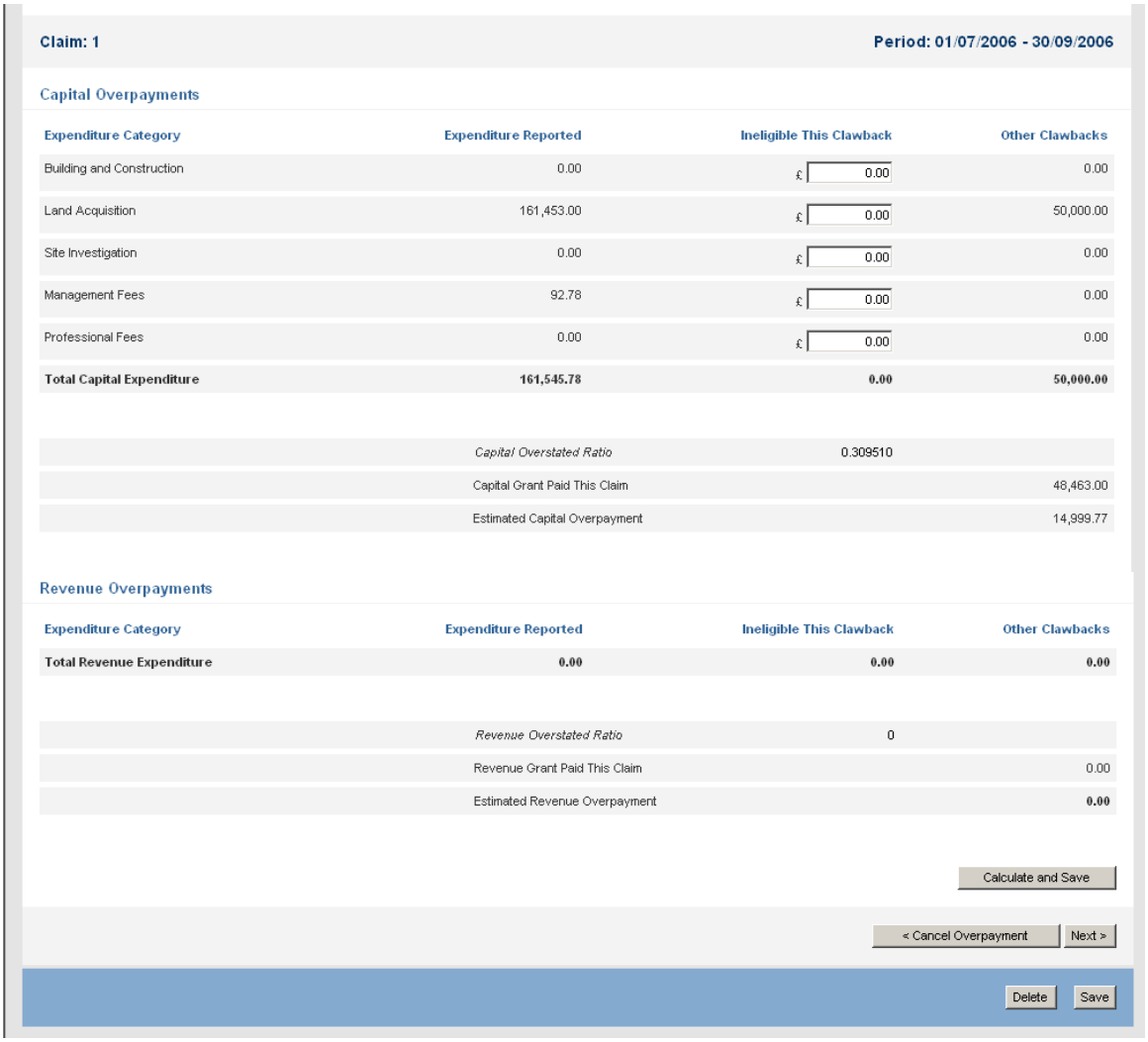
4. If the clawback is the result of an identified irregularity, click on the Related Irregularity field and select the appropriate record from the list displayed.

5. At the bottom of the screen, choose the Offset clawback method by clicking either the 'Offset' radio button.

6. Identify the claim that you wish to recover payment against and click on the **Add** button to the right. The Overpayment Details screen displays (illustrated below).

About this screen

This screen shows at an expenditure category level the amount of expenditure declared on the claim that you are raising a clawback against.

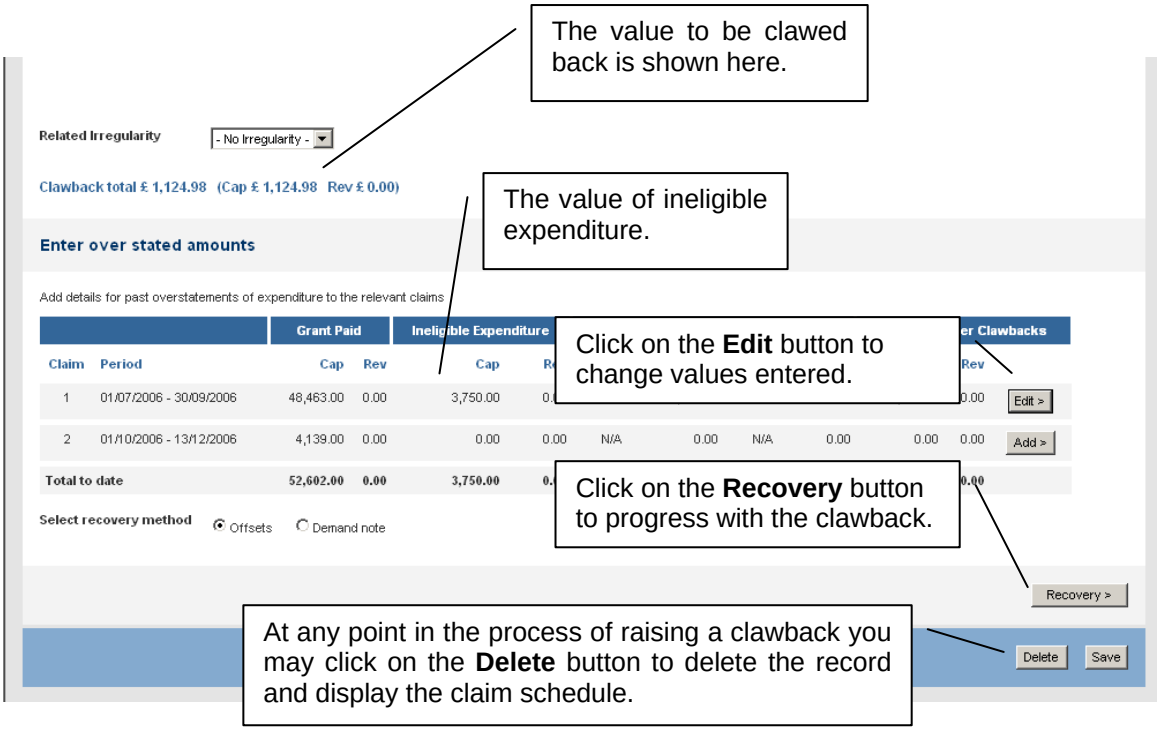


7. In the 'Ineligible This Clawback' field, enter the value of ineligible expenditure against the relevant category or categories listed under the Capital Overpayment and/or Revenue Overpayment headings.

8. If you are entering multiple values, click on the **Calculate and Save** button to total the overstated (ineligible) expenditure and the resulting clawback value.

9. If you think you have made an error, click on the **Cancel Overpayment** button to display the previous screen and start again. If you no longer wish to raise a clawback click on the **Delete** button. The claim schedule will display.

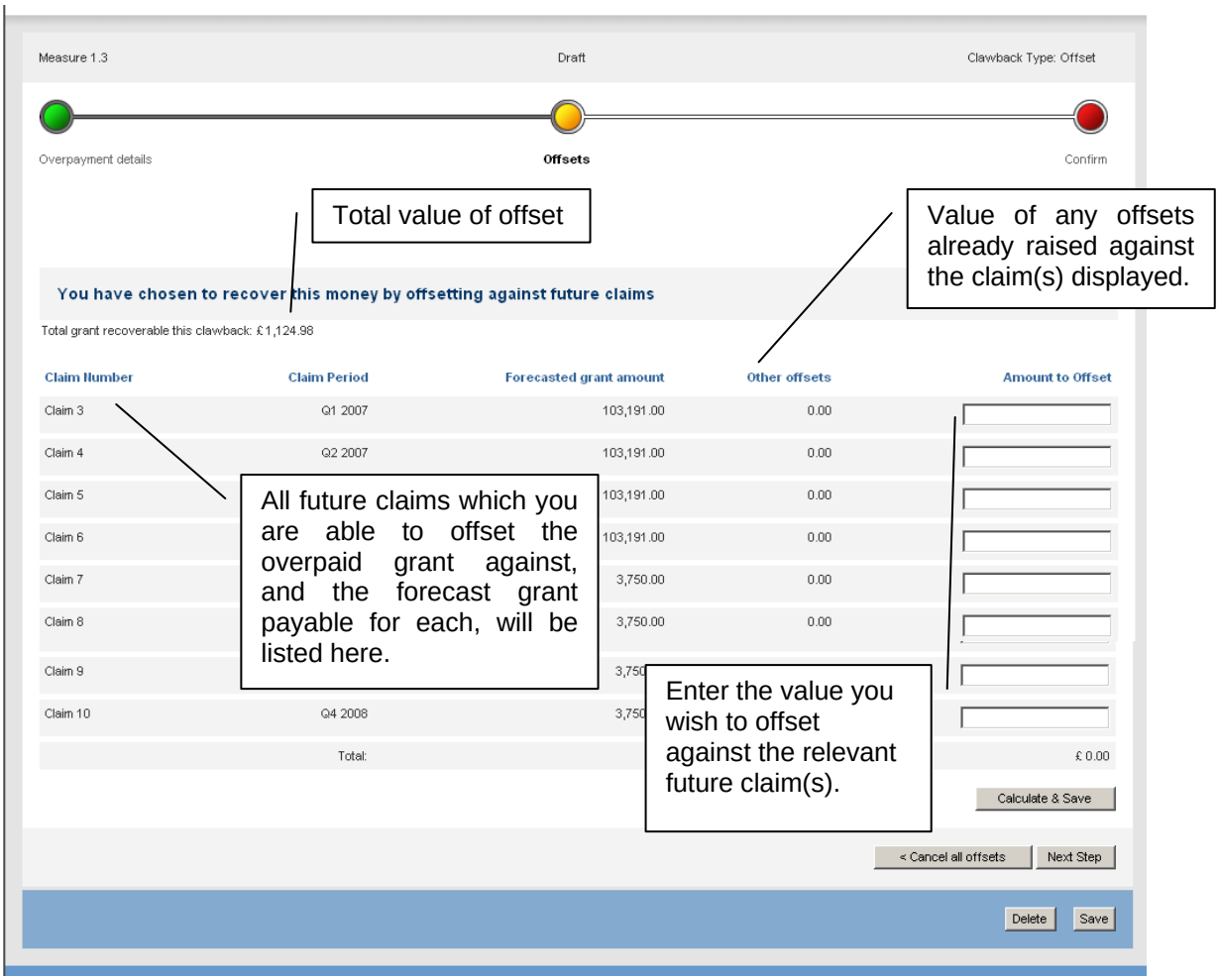
10. If you are happy to proceed, click on the **Next** button. The screen below redisplays.



11. This summary will appear on the clawback. Check you are happy with the details shown. If you have made an error, click on the **Edit** button. The previous screen will re-display to allow you to amend values.

12. If you are happy with the values displayed, click on the **Recovery** button.

13. A new screen displays confirming that you have chosen to recover the grant by offsetting against future claim(s) and the value of the monies to be clawed back.



14. Enter the value of the offset you wish to apply against each claim displayed. You may wish to spread the total value of the clawback over a number of claims if these are available.

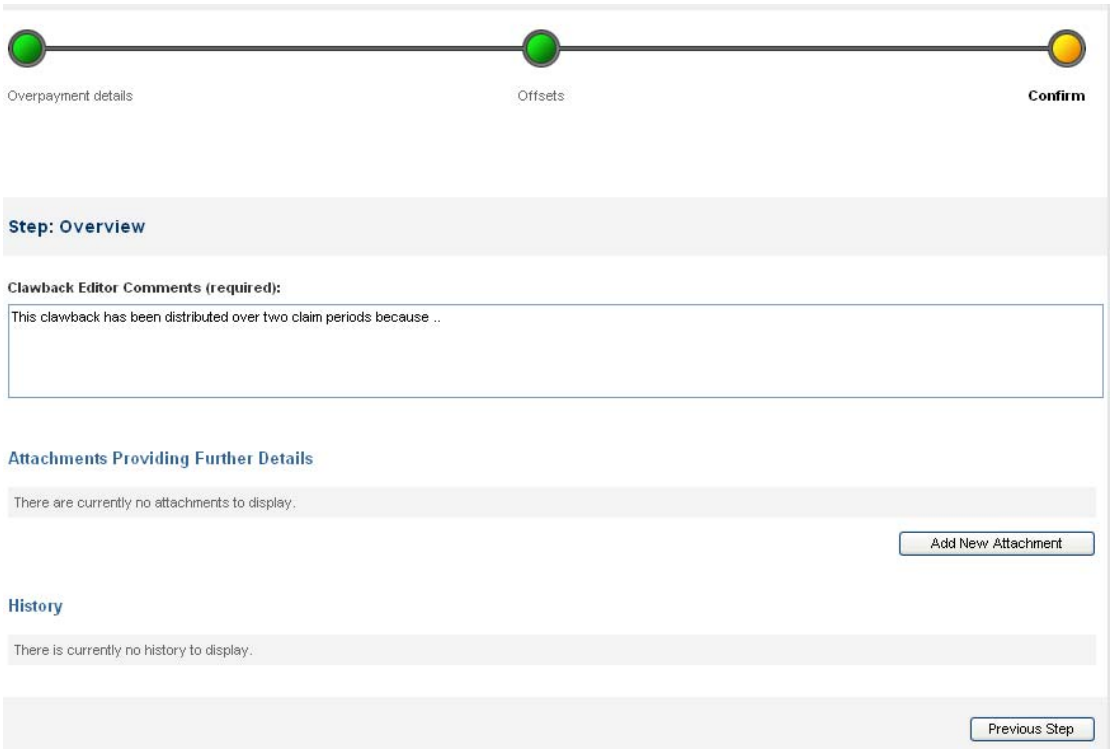
15. If you enter multiple values, click the **Calculate & Save** button to total and save the clawback.

16. To remove the values entered on this screen click on the **Cancel all offsets** button. The first overpayment details screen will display to allow you to begin the process again (you may use this button if you opt to use the demand note recovery mechanism instead for example).

17. If you wish to delete the clawback, click on the **Delete** button. The claim schedule will display.

18. To confirm the clawback, click on the **Next Step** button.

19. The Clawback Cover Sheet (Overview screen) displays.



20. Enter your comment in the box provided.

21. If necessary you may add an attachment to the offset, with additional information. To upload a file:

    a. Click on the **Add Attachment** button

    b. Click on the **Browse** button.

    c. Navigate to where the file you wish to attach is stored.

    d. Select the file and click 'Open'. The file name will appear in the 'Local File (required):' field.

    e. Enter a title for the attachment in the Title field.

    f. Click on the **Upload Attachment** button.

    g. Click on the **Abandon Upload** button if you have chosen the wrong item to attach. Select the correct item and then repeat steps.

    h. If you wish to add more than one attachment, repeat the upload process.

22. To save your comment and display the **Raise Clawback** button, click the **Previous Step** button.

23. Click the **Raise Clawback** button.

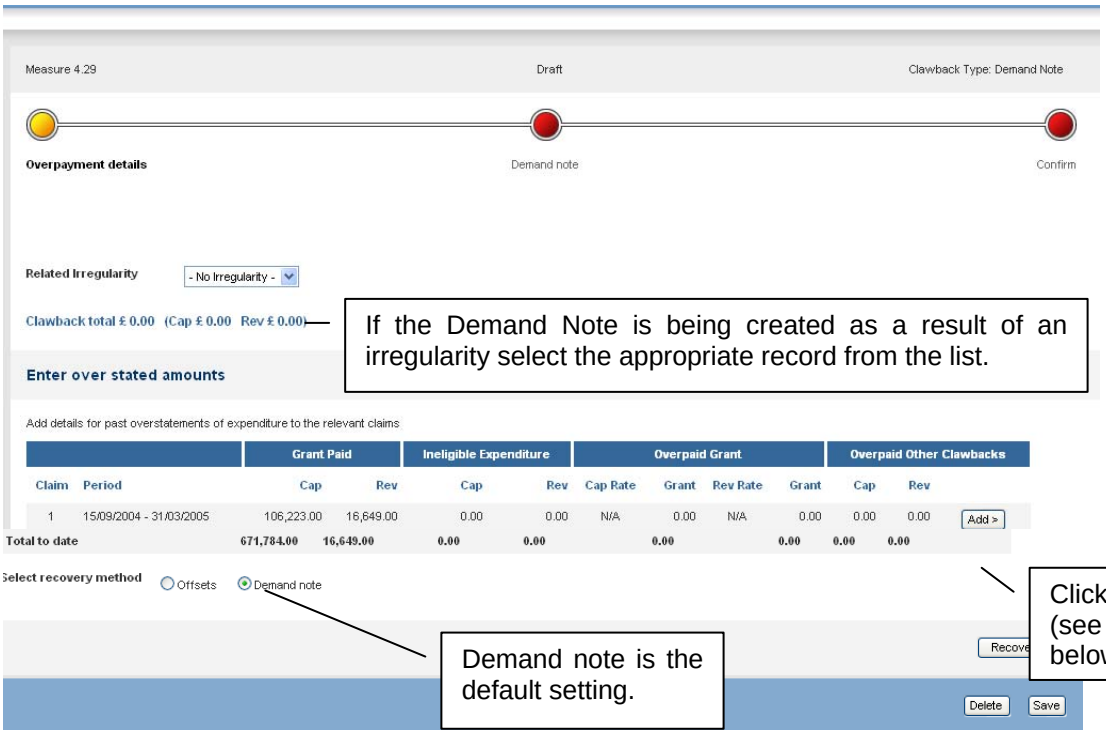
24. You will be prompted to confirm your action. Click **OK**.

25. The claim schedule displays with links to the clawback. See the *View a Clawback* section of this guide for information.

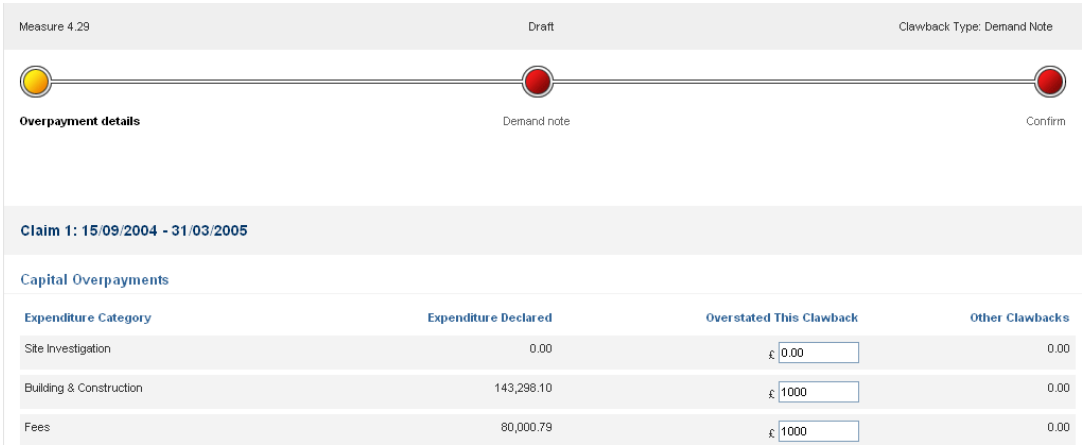
Raise a Demand Note

1. Follow steps 1-4 in the section above to initiate a clawback.

2. In the Recovery Method field, ensure that the demand note radio button is highlighted (this should be the case, as demand note is the default setting).



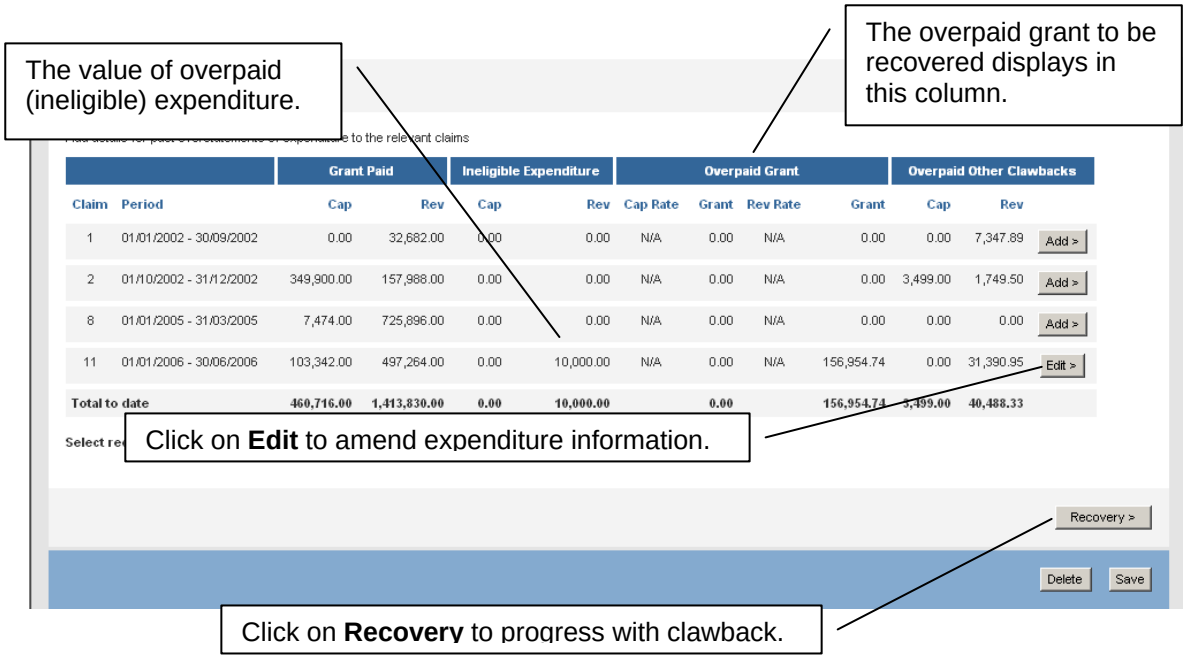
3. When you click the **Add** button, the Overpayment Details screen, shown below, will display. This screen shows at an expenditure category level the amount of expenditure declared on the claim that you are raising a clawback against.



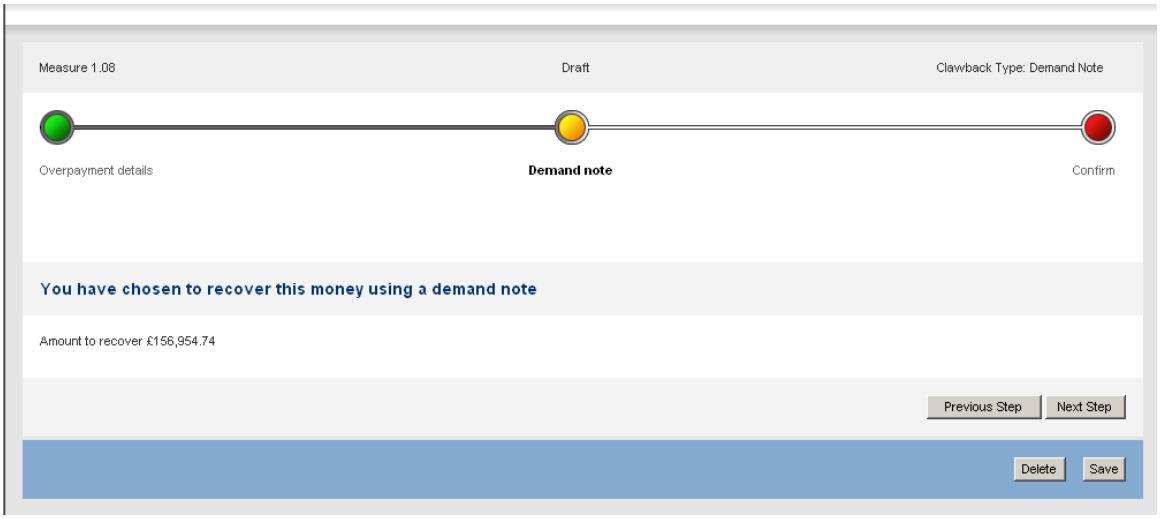
4. In the 'Ineligible This Clawback' field, enter the value of ineligible expenditure against the relevant category or categories listed under the Capital Overpayment and/or Revenue Overpayment headings.

5. If you are entering multiple values, click on the **Calculate & Save** button to total the overstated expenditure and the resulting clawback value.

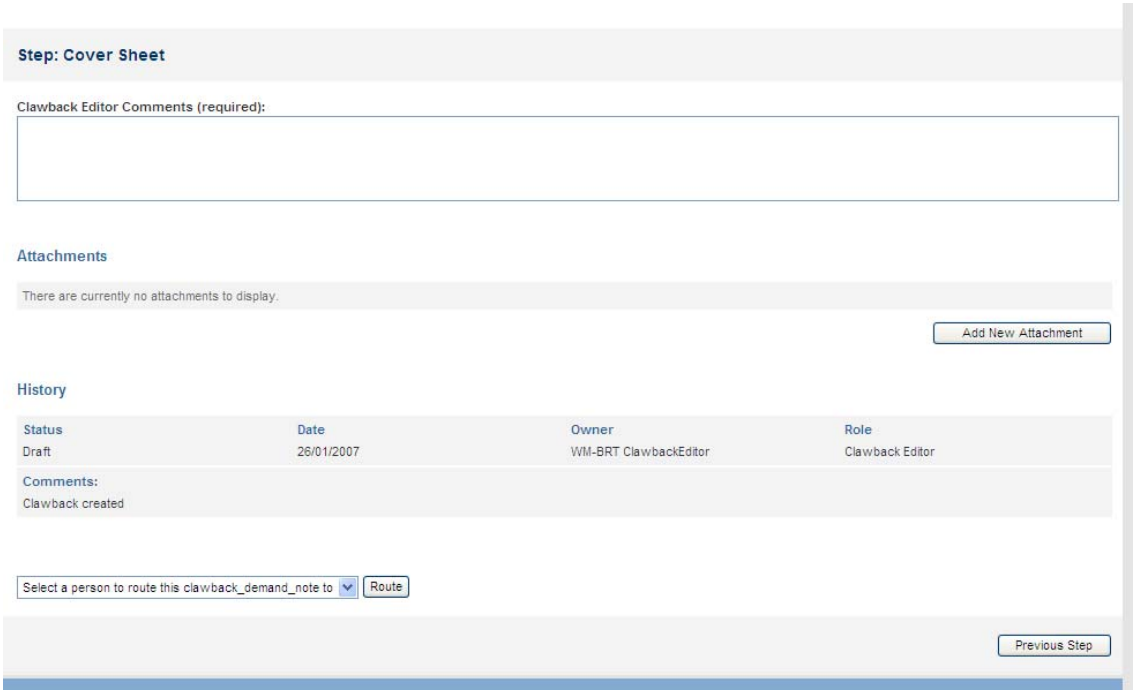
6. Click on the **Next** button. The screen below re-displays.


The value of overpaid (ineligible) expenditure.
The overpaid grant to be recovered displays in this column.
Grant Paid
Ineligible Expenditure
Overpaid Grant
Overpaid Other Clawbacks
Claim
Period
Cap
Rev
Cap
Rev
Cap Rate
Grant
Rev Rate
Grant
Cap
Rev
1 01/01/2002 - 30/09/2002 0.00 32,682.00 0.00 0.00 N/A 0.00 N/A 0.00 0.00 7,347.89 Add >
2 01/10/2002 - 31/12/2002 349,900.00 157,988.00 0.00 0.00 N/A 0.00 N/A 0.00 3,499.00 1,749.50 Add >
8 01/01/2005 - 31/03/2005 7,474.00 725,896.00 0.00 0.00 N/A 0.00 N/A 0.00 0.00 0.00 Add >
11 01/01/2006 - 30/06/2006 103,342.00 497,264.00 0.00 10,000.00 N/A 0.00 N/A 156,954.74 0.00 31,390.95 Edit >
Total to date 460,716.00 1,413,830.00 0.00 10,000.00 0.00 156,954.74 3,499.00 40,488.33
Click on Edit to amend expenditure information.
Recovery >
Delete
Save
Click on Recovery to progress with clawback.

7. Click on the **Recovery** button. A new screen displays stating that you have chosen to recover the grant by demand note and the value of the monies to clawed back.



8. Click on the **Next Step** button. The Demand Note Cover Sheet displays.



9. Enter a comment for the clawback Certifier.

10. If necessary you may add an attachment to the demand note, with additional information. To upload a file:

    i. Click on the **Add Attachment** button

    j. Click on the **Browse** button.

k. Navigate to where the file you wish to attach is stored.

l. Select the file and click 'Open'. The file name will appear in the 'Local File (required):' field.

m. Enter a title for the attachment in the Title field.

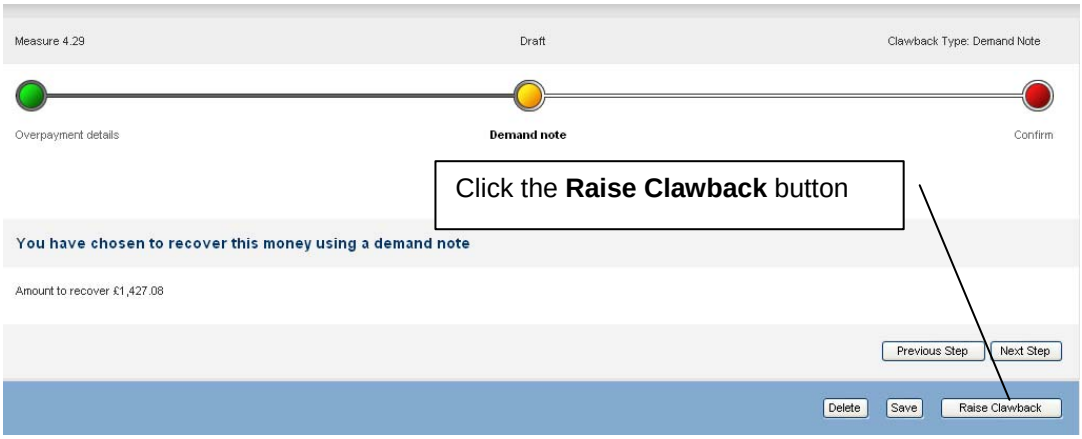
n. Click on the **Upload Attachment** button.

o. Click on the **Abandon Upload** button if you have chosen the wrong item to attach. Select the correct item and then repeat steps.

p. If you wish to add more than one attachment, repeat the upload process.

11. Click on the **Previous Step** button to save your comment and display the **Raise Clawback** button.

12. Click on the **Raise Clawback** button to send the Clawback for certification.



13. You are asked to confirm your action. Click on **OK**.

14. The Claim Schedule screen displays with the Recovery Mechanism displaying as Demand Note, and the Recovery Status is Pending Certification.

15. Click on either link to view the demand note. As the clawback has now been submitted to the Certifier, screens will display in read-only mode.

4.29 : CREATING/ACCESSING OPPORTUNITIES

	Number	Period	Period End	Type	Status	Grant Paid	Version	Offset	Overpayment	Recovery Mechanism	Recovery Status
View	1	-	31/03/2005	Restricted	Paid	122872.00	1	0.00	3000.00	Demand Note	Pending Certification

Note: The links which appear in the claim schedule are explained in the 'View a Clawback' section below.

16. As the status is now at Pending Certification, a notication will appear in all Certifiers' Task lists with a requested action of: 'Certify clawback'.

Note: The demand note must be certified and then authorised before it is issued to the Applicant. Both the Certifier and the Authoriser may return the Demand Note to you for amendment during this process. How to deal with returned clawbacks is explained in *Amend a Returned Demand Note* below.

View a Clawback

1. Open the project/action plan claim schedule.

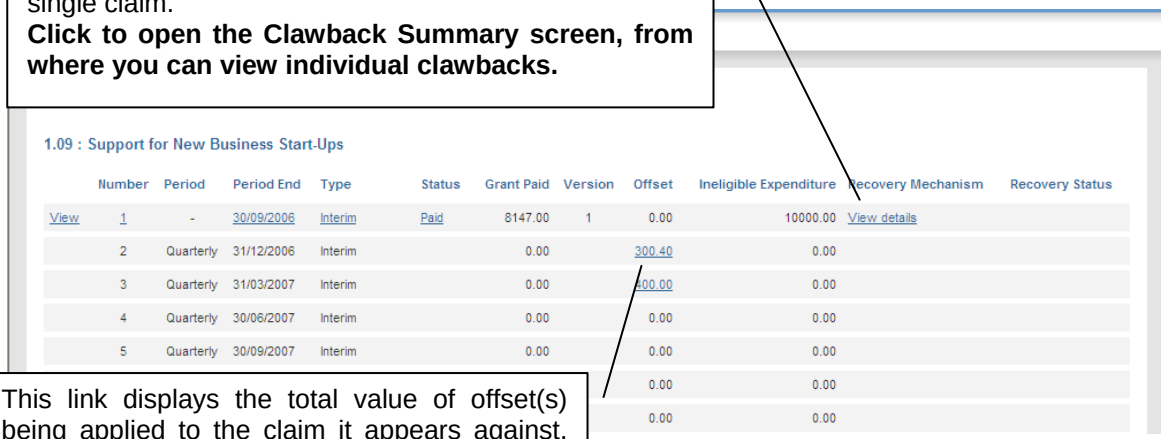
2. Scroll down to the appropriate measure schedule. Link(s) will display to allow you to access any clawback(s) raised. Which links appear depends on whether there are multiple clawbacks raised on the project or action plan, and whether the clawbacks are demand notes or offsets. The different links which may be shown are each described in the two screens below.

If a single demand note or offset has been raised to recover an overpayment on a claim, a Demand Note or Offsets link will appear in the Recovery Mechanism column next to the claim on which the overpayment occurred.
Click to open the Demand Note or Offset overpayment summary screen.

	Number	Period	Period End	Type	Status	Grant Paid	Version	Offset	Ineligible Expenditure	Recovery Mechanism	Recovery Status
View	1	-	31/03/2003	Interim	Paid	164784.00	1	0.00	0.00		
View	2	-	30/06/2003	Interim	Paid	134594.00	1	0.00	7000.00	View details	
View	3	-	30/09/2003	Interim	Paid	76336.00	1	0.00	0.00		
View	4	-	05/12/2003	Legacy Progress Report	Approved	0.00	1	0.00	0.00		
View	5	-	31/03/2004	Legacy Progress Report	Approved	0.00	1	0.00	0.00		
View	6	-	30/06/2004	Legacy Progress Report	Approved	0.00	1	0.00	0.00		
View	7	-	30/09/2004	Interim	Paid	227654.00	1	0.00	5000.00	Demand Note	Draft
View	8	-	30/09/2004	Legacy Progress Report	Approved	0.00	1	0.00	0.00		
View	9	-	31/12/2004	Interim	Pending Approval	0.00	1	0.00	0.00		
View	10	-	31/03/2005	Interim	Paid	69859.78	1	1000.00	10000.00	Offsets	Non Recoverable
View	11	-	30/06/2005	Interim	Sent to SAP	0.00	1	1000.00	0.00		

In the Recovery Status column, a link will display which indicates the clawback status, eg. Draft, Pending Authorisation, etc. **Click to open the clawback Cover Sheet.**

The View details link displays if there are multiple clawbacks raised to recover overpayments made on a single claim.
Click to open the Clawback Summary screen, from where you can view individual clawbacks.



1.09 : Support for New Business Start-Ups

	Number	Period	Period End	Type	Status	Grant Paid	Version	Offset	Ineligible Expenditure	Recovery Mechanism	Recovery Status
View	1	-	30/09/2006	Interim	Paid	8147.00	1	0.00	10000.00	View details	
	2	Quarterly	31/12/2006	Interim		0.00		300.40	0.00		
	3	Quarterly	31/03/2007	Interim		0.00		400.00	0.00		
	4	Quarterly	30/06/2007	Interim		0.00		0.00	0.00		
	5	Quarterly	30/09/2007	Interim		0.00		0.00	0.00		
								0.00	0.00		
								0.00	0.00		

This link displays the total value of offset(s) being applied to the claim it appears against. This value may relate to more than one clawback.

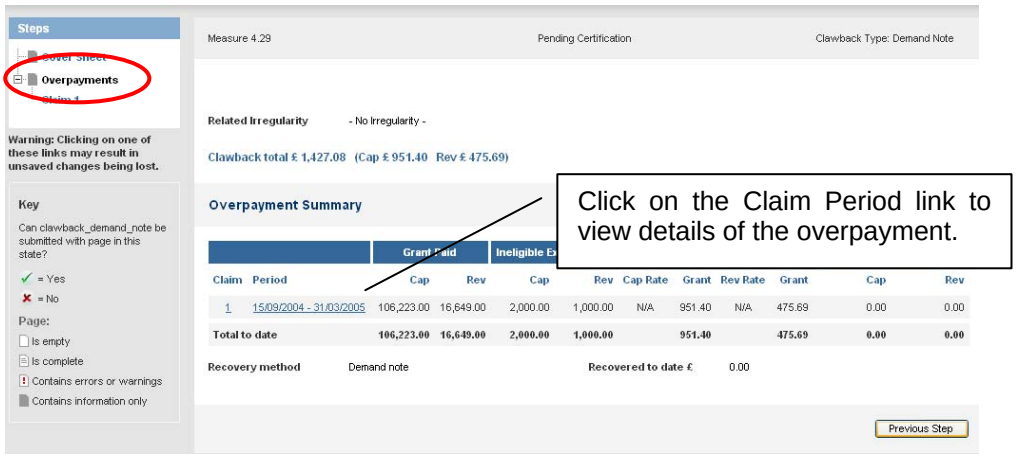
Click to open either: the Offset Summary screen (where there is more than one offset against the claim), or, where there is only one offset against a claim, the offset details screen of the clawback.

3. Click on the link in the Recovery Mechanism column. If a single clawback has been raised against the claim, the link will display either as Demand Note or Offsets (as explained in the first box on the page above). In the example below, the clawback is a demand note.

4.29 : CREATING/ACCESSING OPPORTUNITIES

	Number	Period	Period End	Type	Status	Grant Paid	Version	Offset	Overpayment	Recovery Mechanism	Recovery Status
View	1	-	31/03/2005	Restricted	Paid	122872.00	1	0.00	3000.00	Demand Note	Pending Certification

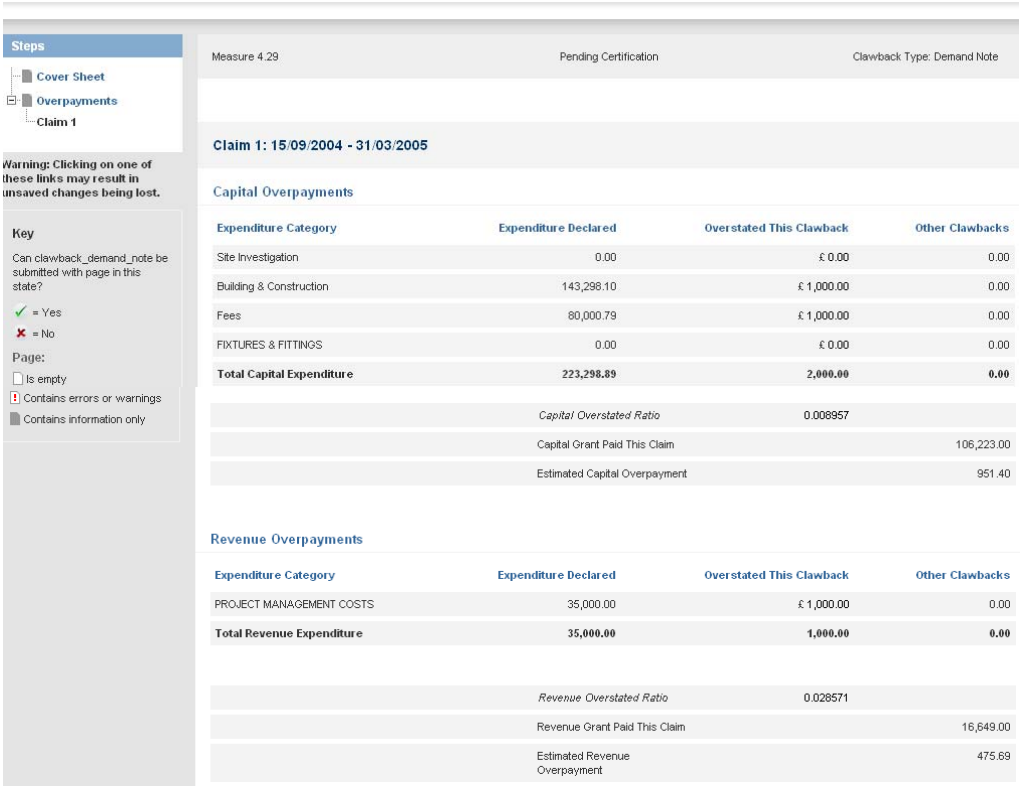
4. The Overpayments screen of the clawback displays.


Steps
Overpayments
Warning: Clicking on one of these links may result in unsaved changes being lost.
Key
Can clawback_demand_note be submitted with page in this state?
= Yes
= No
Page:
Is empty
Is complete
Contains errors or warnings
Contains information only
Measure 4.29
Pending Certification
Clawback Type: Demand Note
Related Irregularity
- No Irregularity -
Clawback total £ 1,427.08 (Cap £ 951.40 Rev £ 475.69)
Overpayment Summary
Claim Period Cap Rev Cap Rev Cap Rate Grant Rev Rate Grant Cap Rev
1 15/09/2004 - 31/03/2005 106,223.00 16,649.00 2,000.00 1,000.00 N/A 951.40 N/A 475.69 0.00 0.00
Total to date 106,223.00 16,649.00 2,000.00 1,000.00 951.40 475.69 0.00 0.00
Recovery method Demand note
Recovered to date £ 0.00
Previous Step

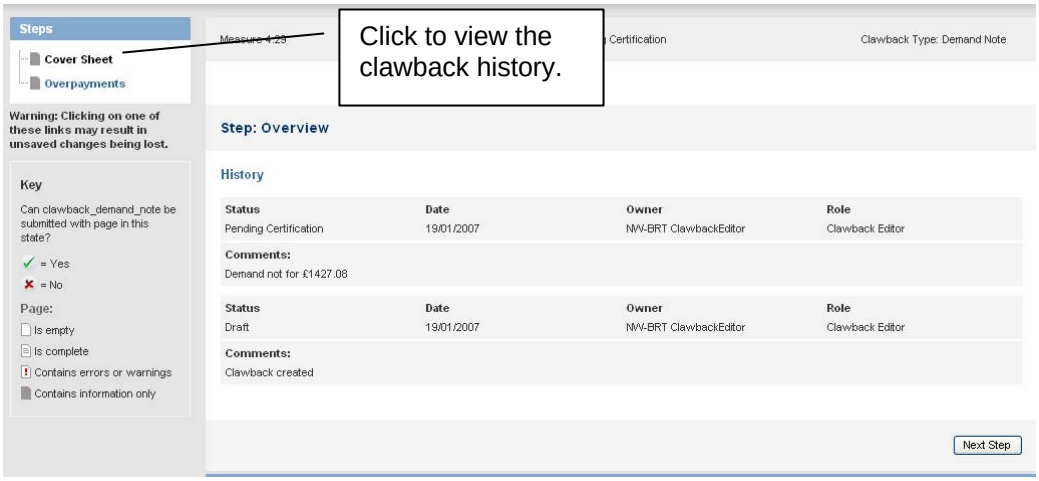
Click on the Claim Period link to view details of the overpayment.

5. To view the detail of the overpayment, click on the Claim Period link.

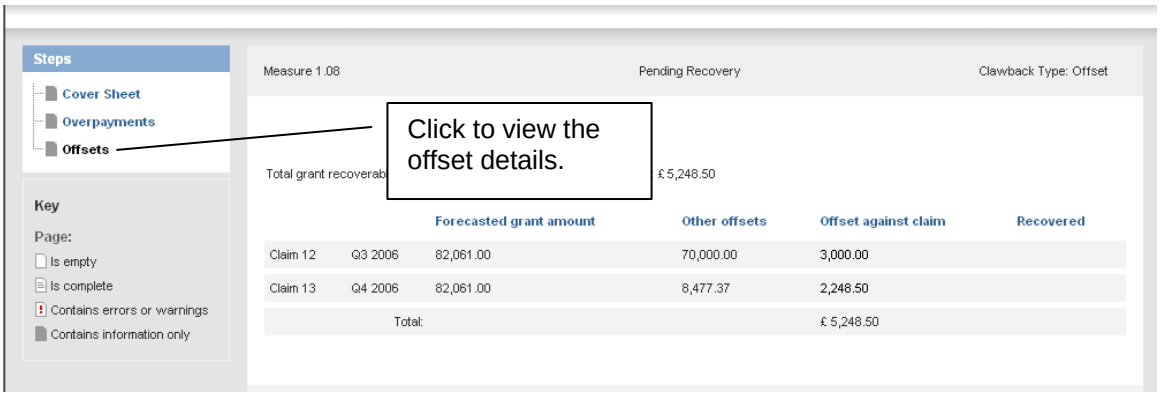
6. The Overpayment details screen displays.



7. To view the Cover Sheet, click on the Cover Sheet link in the Steps navigation pane, or click on the **Previous Step** button.



8. If the clawback is an offset an additional 'Offsets' step will show in the Steps navigation pane. Click on it to view the claim(s) against which the overpayment will be recovered.

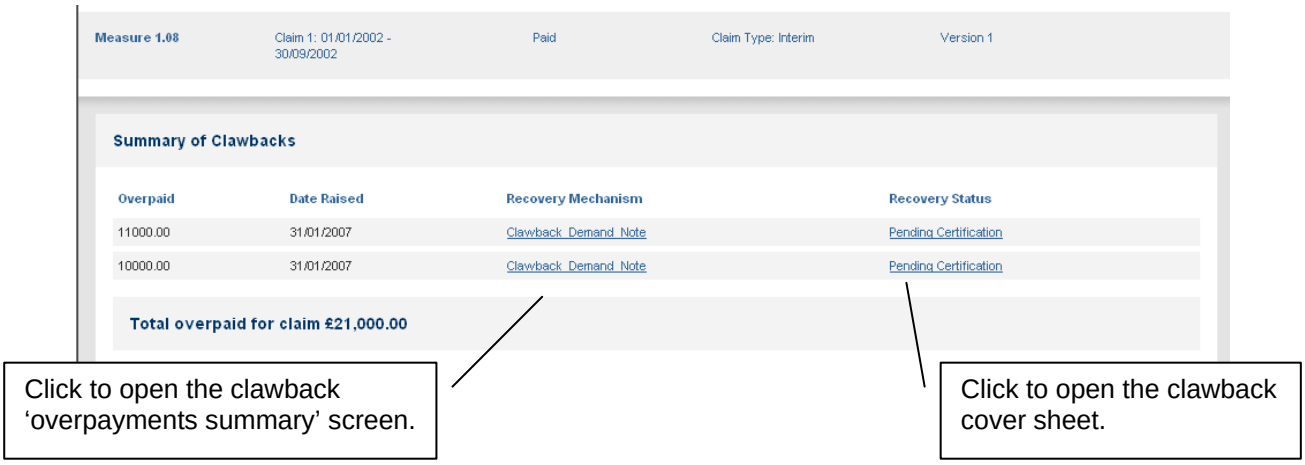


9. To close a clawback, click on the Claims tab. The claim schedule displays.

Clawback Summary Screen

As explained above, where more than one clawback (demand note or offset) has been raised against a claim a summary screen will display. See screen below.

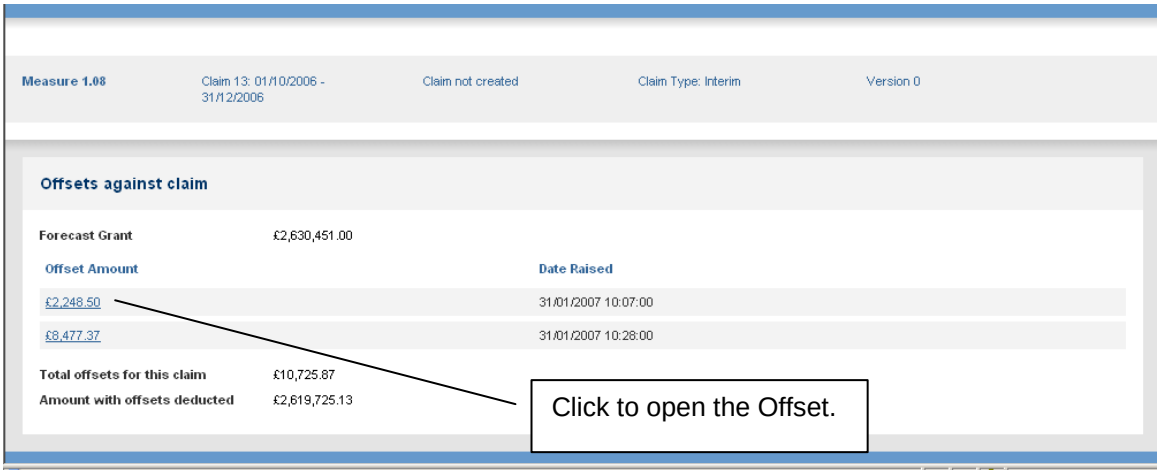
Click on the appropriate link to view a clawback.



Offsets summary screen

If the link shown in the 'offsets' column of the claim schedule (which will display as a value in £s), relates to multiple offsets, when you click on it you will be presented with the summary screen below. From here you can view individual offset details.

Click on the associated 'Offset Amount' link to open the clawback you wish to view.



Edit a Clawback

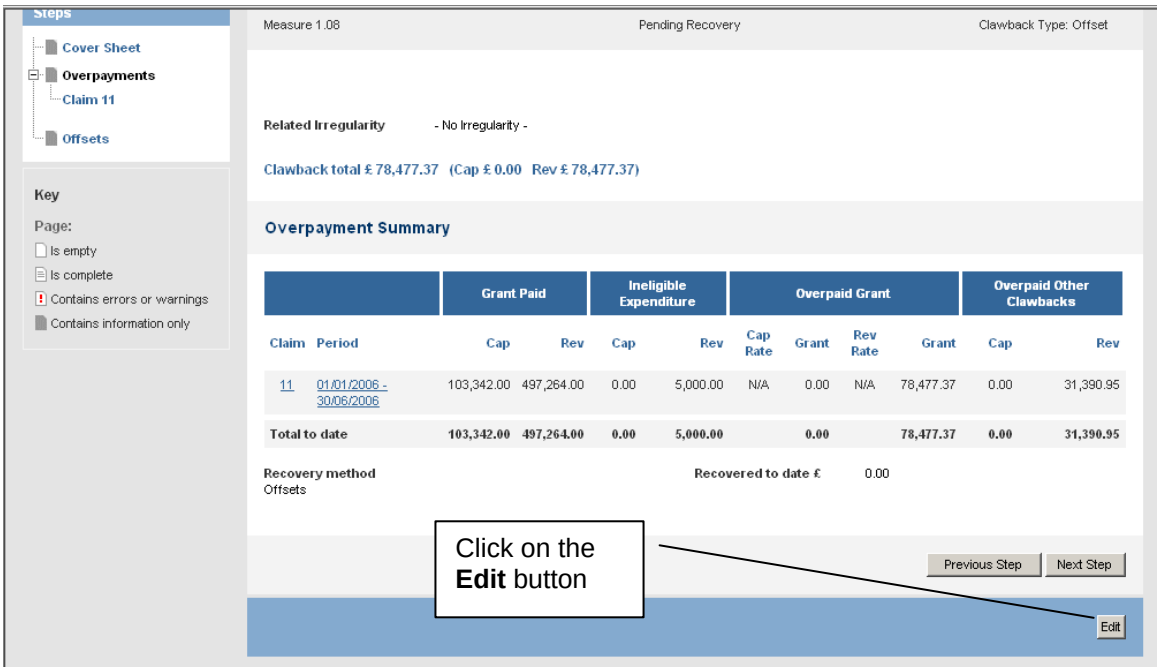
Clawback Editors may edit a clawback at any time until:

- A demand note has been authorised for payment.
- The last claim against which an offset has been applied has been sent to SAP.

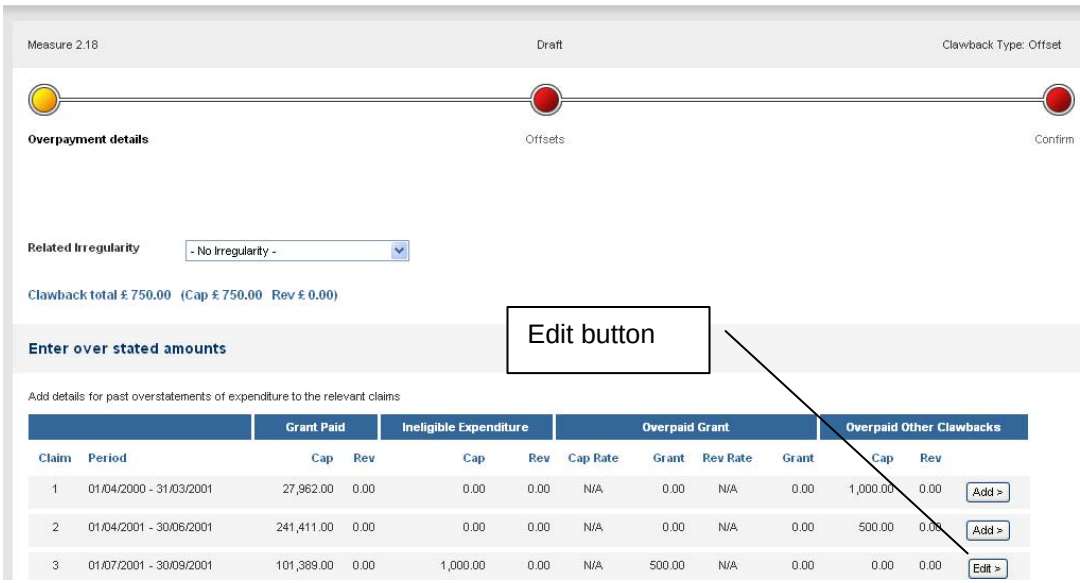
Amend an Offset

1. Open the offset you wish to amend (as detailed in the View Clawback section above).

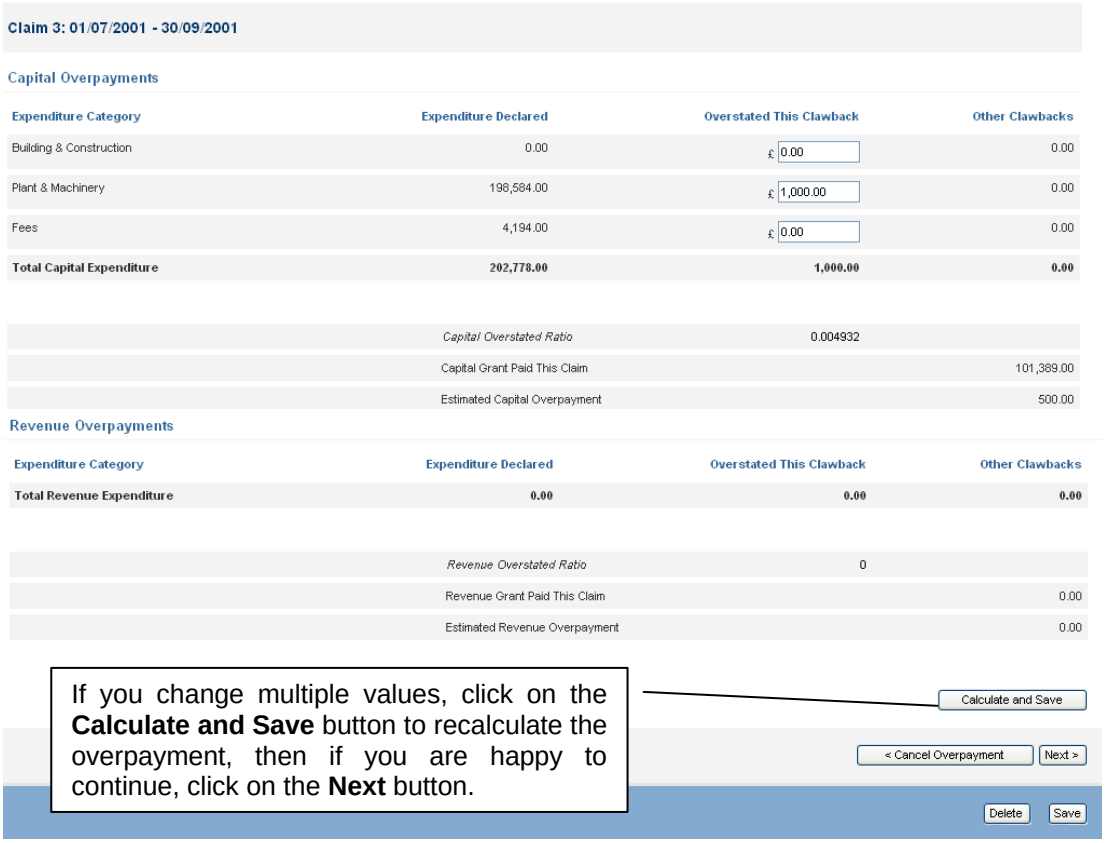
2. In the bottom right hand corner of each screen there is an **Edit** button. Scroll down if necessary and click on the **Edit** button.



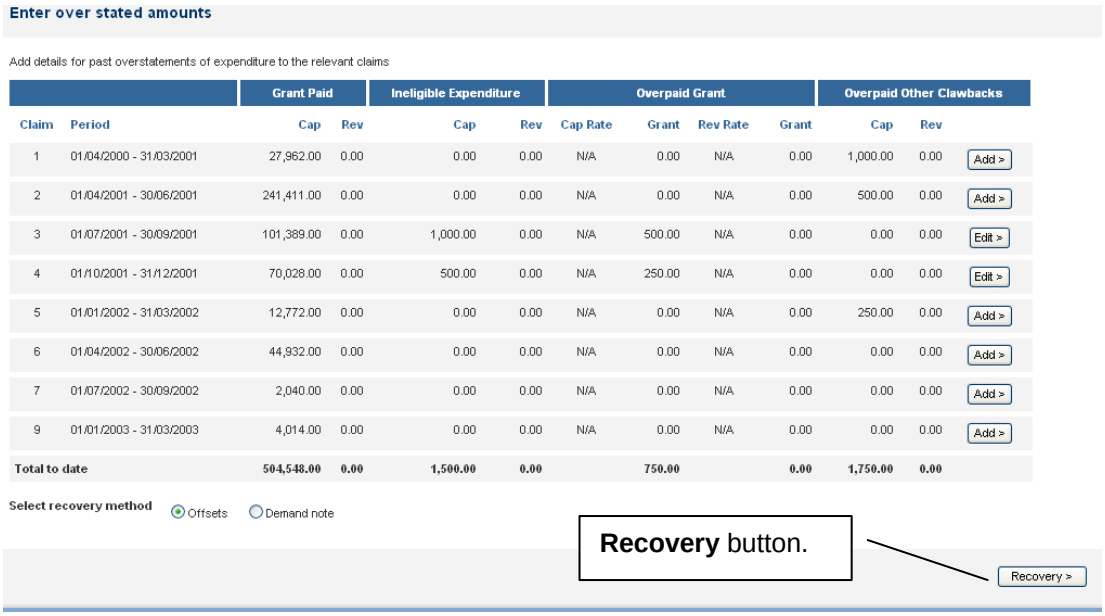
3. The Overpayment details screen displays. Identify the appropriate line item and click on the **Edit** button.


Measure 2.18
Draft
Clawback Type: Offset
Overpayment details
Offsets
Confirm
Related Irregularity
- No Irregularity -
Clawback total £ 750.00 (Cap £ 750.00 Rev £ 0.00)
Enter over stated amounts
Edit button
Add details for past overstatements of expenditure to the relevant claims
Grant Paid
Ineligible Expenditure
Overpaid Grant
Overpaid Other Clawbacks
Claim
Period
Cap
Rev
Cap Rate
Grant
Rev Rate
1 01/04/2000 - 31/03/2001 27,962.00 0.00 0.00 0.00 N/A 0.00 N/A 0.00 1,000.00 0.00 Add >
2 01/04/2001 - 30/06/2001 241,411.00 0.00 0.00 0.00 N/A 0.00 N/A 0.00 500.00 0.00 Add >
3 01/07/2001 - 30/09/2001 101,389.00 0.00 1,000.00 0.00 N/A 500.00 N/A 0.00 0.00 0.00 Edit >

4. The overpayment details screen displays. Amend the values of the overstated expenditure if required. Click on the **Next** button.


Claim 3: 01/07/2001 - 30/09/2001
Capital Overpayments
Expenditure Category
Expenditure Declared
Overstated This Clawback
Other Clawbacks
Building & Construction 0.00 £ 0.00 0.00
Plant & Machinery 198,584.00 £ 1,000.00 0.00
Fees 4,194.00 £ 0.00 0.00
Total Capital Expenditure 202,778.00 1,000.00 0.00
Capital Overstated Ratio 0.004932
Capital Grant Paid This Claim 101,389.00
Estimated Capital Overpayment 500.00
Revenue Overpayments
Expenditure Category
Expenditure Declared
Overstated This Clawback
Other Clawbacks
Total Revenue Expenditure 0.00 0.00 0.00
Revenue Overstated Ratio 0
Revenue Grant Paid This Claim 0.00
Estimated Revenue Overpayment 0.00
If you change multiple values, click on the Calculate and Save button to recalculate the overpayment, then if you are happy to continue, click on the Next button.
Calculate and Save
< Cancel Overpayment
Next >
Delete
Save

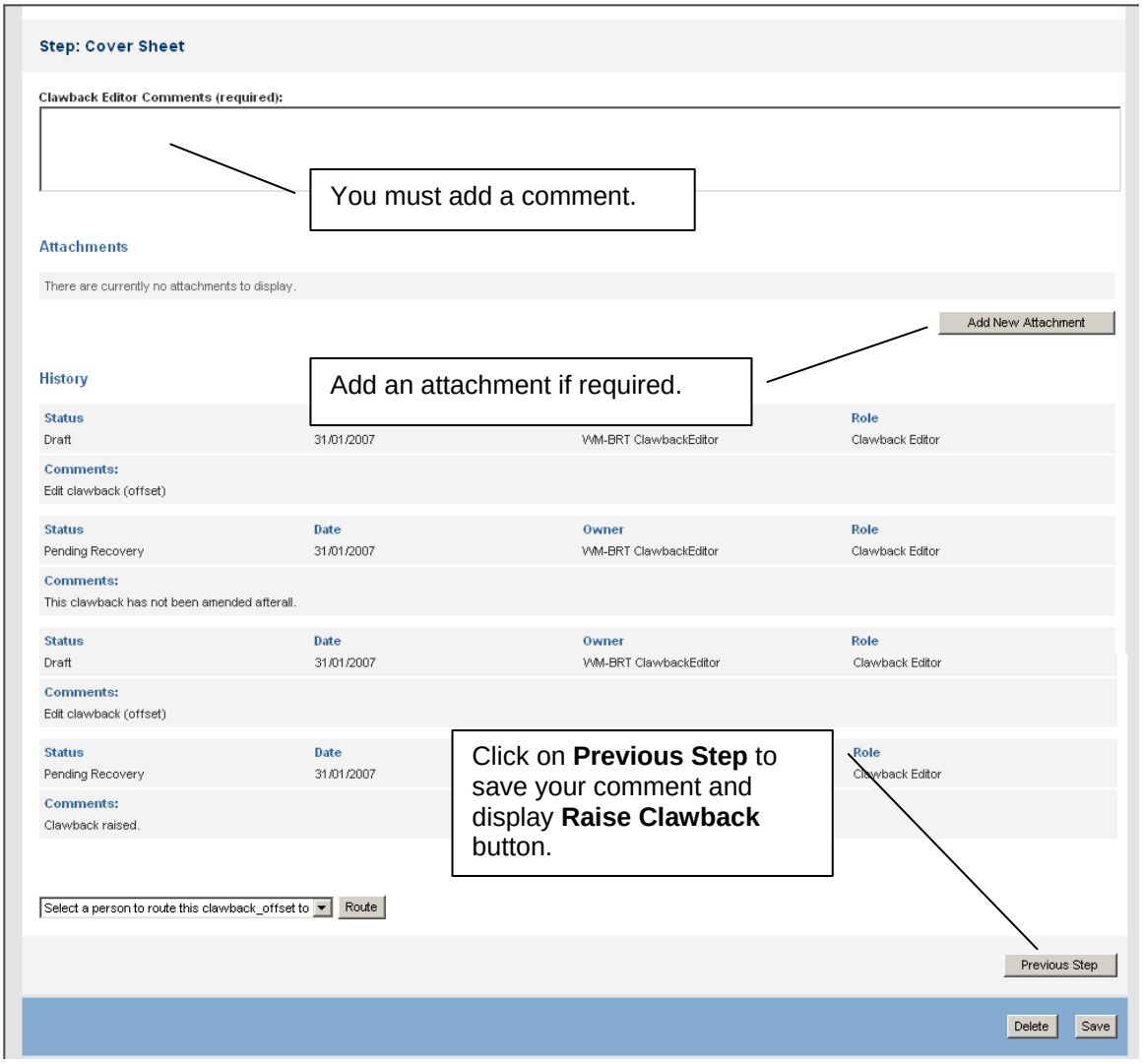
5. The Overpayment details screen redisplays. Amend the recovery method if required. Click on the **Recovery** button.



6. The Offsets screen displays. As required, amend the values being offset, or the claims on which the offset is being applied.

7. Click on the **Calculate and Save** button to total the offset if you have spread it across multiple claims, then click on the **Next** button.

8. The Cover Sheet displays. Add a comment. Add a new attachment if required.



9. Click on the **Previous Step** button to save your changes and display the Raise Clawback button.

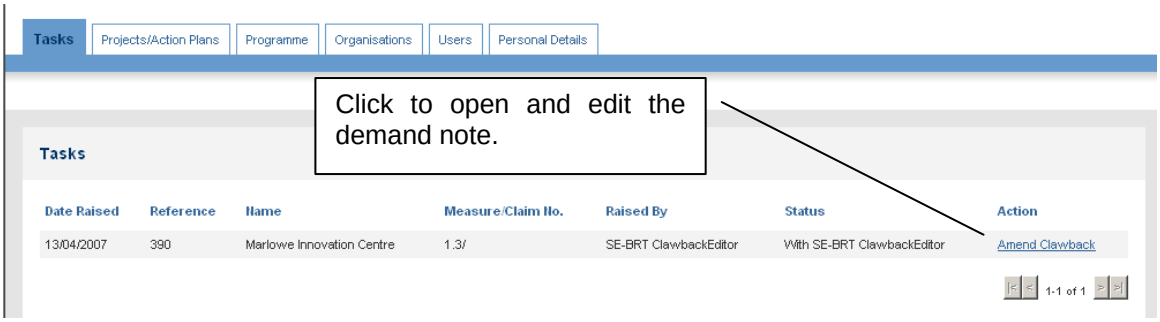
10. Scroll down and click on the **Raise Clawback** button.

11. The claim schedule will display, with a link to the revised clawback.

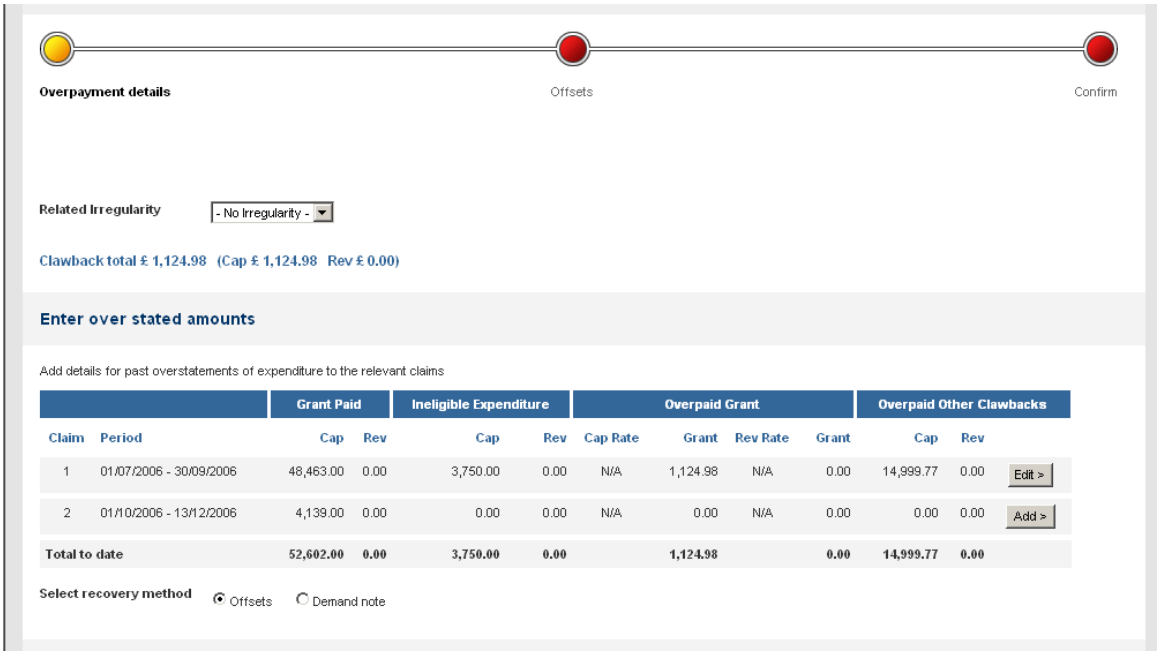
Amend a Demand Note

If a Certifier or Authoriser rejects a demand note that you have raised, a notification will appear in your Task list with an Action of 'Amend Clawback'.

1. Click on the Amend Clawback link in your Task list.



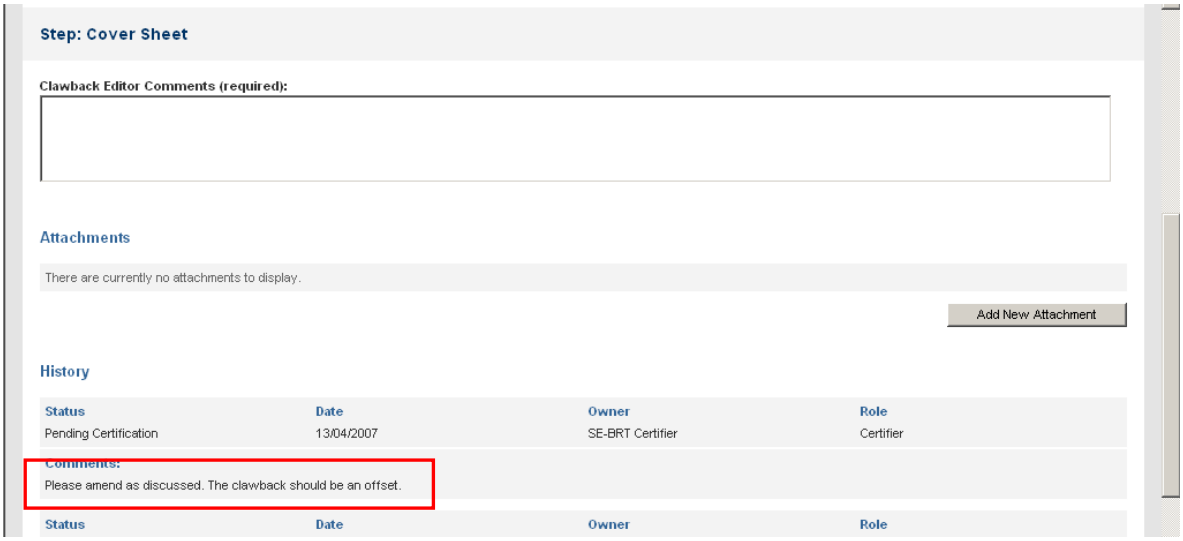
2. The screen below displays.



3. You now need to navigate to the Cover Sheet to read the comments from the Certifier and/or Authoriser, which should clearly state the reason why the clawback has been returned to you for amendment.

4. Click the Recovery button to display the Overpayment Details screen then click **Next Step** to move to the Cover Sheet.

5. Scroll down to review the comments from the Certifier or Authoriser explaining why the clawback has been returned.



6. Before you can move back to the overpayment screens to amend the clawback you must first enter a comment in the box provided. If you don't an error message will display.

7. Click on the **Previous Step** button displayed at the bottom right hand corner of the Cover Sheet screen.

8. Click **Previous Step** again on the following two screens.

9. Click the **Edit** button on the relevant line entry

10. The first overpayment details screen will display and you will see the status of the demand note has returned to draft.

11. Move through the clawback screens as described in the sections above, amending details as required. In this instance you are required to change the recovery method from Demand Note to Offset.

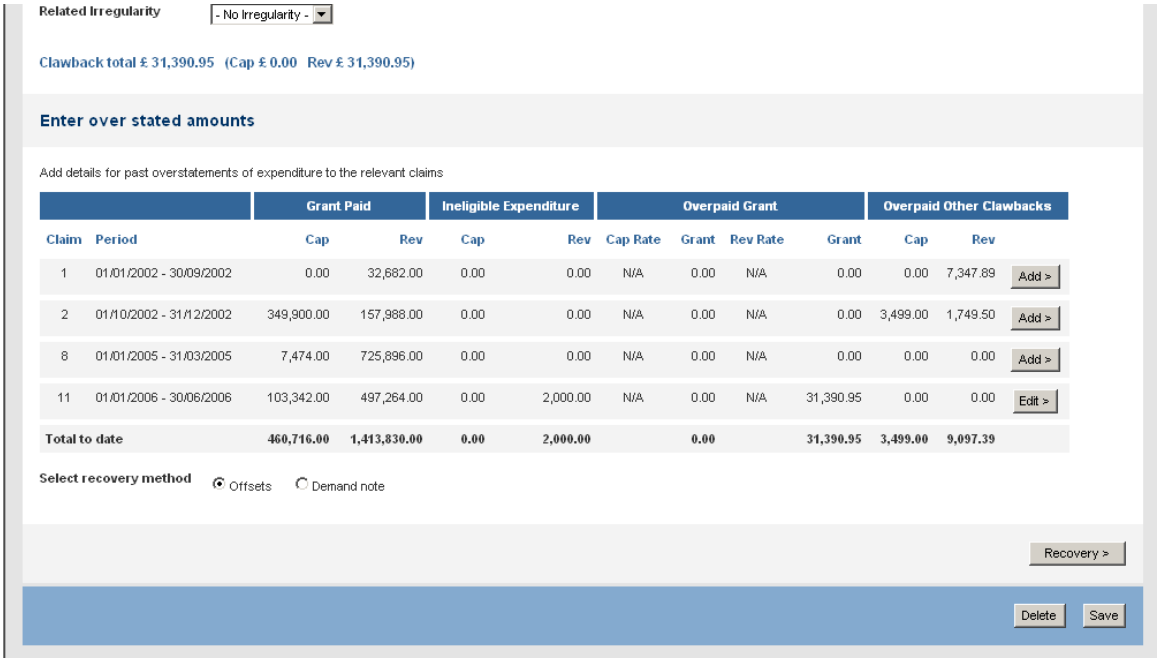
12. When you are confident that you have made all requested changes click on the **Raise Clawback** button. If the clawback has remained a demand note this will move to a status of 'Pending Certification' and a notification will appear in the Certifier's Task list with a required action of 'Certify Clawback'.

13. The claim schedule will redisplay with links to the amended clawback displayed.

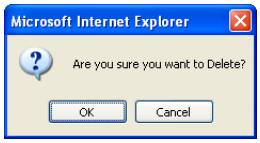
Delete a Clawback

1. Open the clawback to be deleted and click on the **Edit** button. This returns the clawback to a status of draft.

2. The Overpayment details screen displays. Click on the **Delete** button in the bottom right corner.


Related Irregularity
- No Irregularity -
Clawback total £ 31,390.95 (Cap £ 0.00 Rev £ 31,390.95)
Enter over stated amounts
Add details for past overstatements of expenditure to the relevant claims
Grant Paid
Ineligible Expenditure
Overpaid Grant
Overpaid Other Clawbacks
Claim Period Cap Rev Cap Rev Cap Rate Grant Rev Rate Grant Cap Rev
1 01/01/2002 - 30/09/2002 0.00 32,682.00 0.00 0.00 N/A 0.00 N/A 0.00 0.00 7,347.89 Add >
2 01/10/2002 - 31/12/2002 349,900.00 157,988.00 0.00 0.00 N/A 0.00 N/A 0.00 3,499.00 1,749.50 Add >
8 01/01/2005 - 31/03/2005 7,474.00 725,896.00 0.00 0.00 N/A 0.00 N/A 0.00 0.00 0.00 Add >
11 01/01/2006 - 30/06/2006 103,342.00 497,264.00 0.00 2,000.00 N/A 0.00 N/A 31,390.95 0.00 0.00 Edit >
Total to date 460,716.00 1,413,830.00 0.00 2,000.00 0.00 31,390.95 3,499.00 9,097.39
Select recovery method
Offsets
Demand note
Recovery >
Delete
Save

3. You will be prompted to confirm your action. Click **OK**.



4. The Claims page displays and you will see that the clawback record is removed.

Note: A recovered or partially recovered clawback can not be deleted from TESA.